

FACULTY-LED REPEATING PROGRAM PROPOSAL GUIDE

Programs that have been approved within the past two years and are being “re-proposed” do not need full formal approval, unit and school/college approval is sufficient if they meet the following conditions:



STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of International
Programs

- At least one of the faculty leaders or associate leaders has been involved in all aspects of proposing, planning, and executing the program previously.
- Program itinerary has not changed substantially (small changes in the itinerary are permissible but any major changes - i.e., visiting new regions/environments - may need to be submitted again).
- Program syllabus has not changed substantially (i.e., new assessments, new academic focus or outcomes).
- Amount of faculty traveled expenses passed on to students as part of the student program fee has not changed.

April 1, 2024: Deadline for proposal submission to the Office of International Programs

A COMPLETE PROPOSAL PACKAGE INCLUDES:

- **Completed proposal form** signed by your unit chair and college/school dean. Programs with two faculty proposing from different units require the signatures of both chairs (and deans, if applicable).
- **Tentative program budget.** Please use the Budget Sheet template provided by OIP.
- **Tentative itinerary and provider’s quote.** The itinerary should include dates or number of days in all locations, including proposed excursions.

TIPS AND PROPOSAL SUBMISSION INSTRUCTIONS

1. For questions with checkboxes (Program Proposal Form), move your mouse over the appropriate box and click. An “x” should appear.
2. Once you have gathered all required documents (Complete and signed proposal form, course descriptions and syllabi, budget sheet, and tentative itinerary), scan them and save the proposal package as one PDF document.
3. Log in Via TRM, search for the [SFA Faculty-Led Program Proposal \(only for faculty leaders\)](#) page and click “Apply”. The All FY 2025 terms applies to Fall, Spring, Maymester, Summer I and Summer II.
4. Upload the PDF document in the Program Proposal Package section of the application.
5. Submit your application by the deadline indicated above.
6. The OIP team may schedule a **short appointment** with you to ask any clarifying questions prior to submitting the proposal to the provost.

IMPORTANT NOTES

1. To maximize university resources and provide affordable programs for SFA students, our target enrollment for all programs is 15 – 20 students.
2. All participants in any of the faculty-led programs must be enrolled in the course(s) taught in the program.
3. Student eligibility is up to the discretion of the faculty member. Faculty have the ability to determine if a student can still participate on the program even if the basic eligibility requirements are not met. Furthermore, a faculty member has the discretion to determine if a student is not qualified to participate based on academic and disciplinary history.
4. Programs must be designed to breakeven with a slight overage to account for unexpected fluctuations or events. **Program surplus and deficits will be shared equally by International Programs and the sponsoring academic unit.**
5. One of the top barriers to student participation in study abroad is cost. For several reasons, faculty-led programs appeal to a population of students who otherwise might not consider studying abroad. In order to minimize the financial barriers for our students, it is key to keep costs for students as affordable as possible while administering programs that are financially viable. The program fee is determined based on projected enrollment and costs.
6. Please keep in mind that salaries for academic appointments (faculty leaders and GAs) are not funded by program budgets; they are funded by the academic department.
7. Proposed programs should not be advertised via flyers or websites until approval of the program is complete. A Faculty-Led Study Abroad program should be referred to as a program and not a trip.
8. Faculty are not authorized to sign any contracts with any vendors or service providers. OIP will handle the contract approval process once the program proposal receives final approval.
9. The program page, program application, student forms and \$75 application fee and program deposit payment forms are hosted in Via TRM. Students are able to make their payments online (2.5% fees apply).
10. Program fee balances will be posted on the student account when the student registers for the program course. Please keep in mind the following: (1) program fees cannot be adjusted once they are posted. (2) program fees can't be posted at any time, we need to follow the Business Office deadlines. (3) we only post program fees once the program has reached the minimum number of students that have paid the program deposit (not that they have applied/committed to the program), therefore we need to be cautious about the Business Office deadlines.
11. Any departmental contributions to programs must be committed before the program fee is posted to student accounts, as program fees cannot be adjusted once they are posted. Contributions from academic units, colleges, or outside sources will not be handled by the Office of International Programs.
12. OIP will estimate the number and dollar amount of study abroad scholarships based on the proposals received by April 1st.

THIRD PARTY PROVIDERS

Coordinating the logistics of a study abroad program requires an extensive amount of work. OIP expects/recommends all Faculty-led Study Abroad programs to be organized in conjunction with a professional third-party provider. Benefits include:

- faculty leader is relieved of a large portion of the logistical and administrative tasks
- provider subcontracts all suppliers and manages supplier payments and accounting, producing a single Master Bill
- liability responsibilities and insurance are born by the provider

Third-party providers will create a customized programs to reach your academic goals. OIP has relationships with the providers listed below and can help facilitate communication. Faculty leaders can reach out to the providers for a quote to get an idea of what type of services they can provide. Please do not feel limited to work with the providers listed below, feel free to explore other organizations.

- [CEA - Cultural Experiences Abroad](#)
- [CEPA - Customized Educational Programs Abroad](#)
- [CIS Abroad – Center for International Studies Abroad](#)
- [Contemporary Tours](#)
- [International Volunteer HQ](#)
- [Intern Abroad HQ](#)
- [ISA - International Studies Abroad](#)
- [SAA - Study Abroad Association](#)
- [Therapy Abroad](#)
- [World Endeavors](#)